

QUALITY CONTROL PLAN

In-House Development of Architect - Engineer Scope of Work

for

Preparation of Feasibility Study, Design Documentation Report, NEPA Environmental Document, and Plans & Specifications

for

Trail Section 3C of The Onondaga Lake Trail & Habitat Project, Onondaga County, New York

1.0 Project Location: Onondaga Lake, City of Syracuse and the Towns of Salina and Liverpool, Onondaga County, New York.

2.0 Product Description: Architect - Engineer (A-E) Scope of Work (SOW) for preparation of feasibility study, design documentation report and Plans and specifications for the Onondaga Lake Canalways Trail Section 3C Trail & Habitat Project adequate to award construction contracts. This scope of work also includes the Architect-Engineer (A-E) Contractor to prepare a supportive environmental review and compliance document satisfying the requirements of the National Environmental Policy Act of 1970 (NEPA) and in accordance with Federal Highway Authority NEPA requirements. This Quality Control Plan (QCP) pertains to pre-award activities leading up to the award of the A-E SOW. This work is classified as a non-HTRW project and excludes HTRW CX review requirements.

3.0 Project Coordination: Traci L. Clever is the Project Manager (PM). Frank T. Lewandowski is the Project Engineer (PE) and will act on the PM's behalf when she is not available. PDT members listed will serve as in-house technical experts and will assist the PE in preparing the A-E scope of work.

3.1 **A-E Coordination:** Daniel Green is the acting A-E Program Manager with overall responsibility for pre-award acquisition activities and post-award quality of work performed by the A-E. Pre-award activities include preparation and/or review of A-E SOW, Government Estimate, A-E Proposal, A-E negotiation, and in-house development and issuance of Delivery Order. Post-award activities include review of A-E prepared QCP, development of in-house QAP, engineering oversight of A-E prepared submittals, and processing of contract modifications, payments and A-E performance ratings. This work is done in coordination with the PM, PE and Contracting Division (CT). A-E prepared work after award will flow from the A-E to the PM through the A-E Program Manager and Chief, Design Branch. Project Delivery Team (PDT) members will be involved in pre-award and post-award activities as required.

4.0 Contracting Mechanism: The work to be performed under the subject SOW will be performed by Parsons Engineering Science, Inc. under existing A-E IDT Contract **DACW49-01-D-0003**.

5.0 Communications: The review process for the A-E SOW will be the responsibility of the PM, and the PE, and will be conducted as required with input from the PDT and the designated project Coordination Review Team (CRT). The PE and PDT will develop the SOW and forward the draft document for review by the A-E Program Manager and the PM. The PM will provide the CRT and the Non-Federal sponsor (Onondaga County) with the draft of the SOW for review. All SOW review comments will be addressed by the PM and the revised SOW will be forwarded to the reviewer(s) for the Independent Technical Review (ITR). Following the ITR and resolution of all comments resulting from the ITR, the final document will be rerouted for review and approval by the PE, PM, A-E Program Manager, Chief of Design Branch, and Chief of Technical Services Division. In addition to the SOW to be issued to the A-E, the package forwarded to LRB-CT shall also include the Government Estimate, PR&C, and schedule for negotiation / award.

- a) Informal communication (project discussion) is encouraged through any means of communication.
- b) If informal communication becomes formal, results will be documented in writing and sent to the Project Manager via e-mail or hard copy.
- c) In-house PDT will maintain current work schedules in Outlook Calendar.
- d) E-mail messages will be responded to by all within 1 day of receipt.
- e) Voice mail messages will be responded to within 1 day of receipt.
- f) In-house PDT member absence notifications will be directed to the Project Manager via e-mail or voice mail.

6.0 In-house Project Delivery Team:

| Name | Title | Grade | Office Symbol |
|--|-----------------------------------|-------|---------------|
| Traci L. Clever | Project Manager | GS-12 | LRB-PM-PL |
| <u>Duties:</u> Manages PDT, project budget, schedule; POC with CRT, client/stakeholders, LRD. | | | |
| Frank T. Lewandowski | Civil Engineer & Project Engineer | GS-13 | LRB-TD-DS |
| <u>Duties:</u> Provides engineering design input requirements for SOW and coordination support for SOW review. | | | |
| Kevin P. McAuley | General Design | GS-12 | LRB-TD-DG |
| <u>Duties:</u> Coordinate SOW development, prepare IGE, negotiate delivery order through A-E Prog. Mgr. | | | |
| Daniel Green | A-E Program Manager | GS-12 | LRB-TD-DM |
| <u>Duties:</u> A-E Coordination and review/approval of A-E prepared work through Chief, Design Branch | | | |
| Michael C. Mohr | Coastal Engineer | GS-13 | LRB-TD-DC |
| <u>Duties:</u> Provides coastal engineering input and requirements for SOW. | | | |
| Scott J. Livingstone | Biologist | GS-12 | LRB-TD-EA |
| <u>Duties:</u> Provides overview for NEPA and certification / permitting requirements and input for | | | |

| | | | |
|---|-----------------------|-------|-----------|
| sediment / water quality sampling and analytical requirements for SOW. | | | |
| Paul N. Polanski | Cost Engineer | GS-12 | LRB-TD-DE |
| <u>Duties:</u> Provides Cost Estimating input and requirements for SOW. | | | |
| Jonathan E. Kolber | Geotechnical Engineer | GS-12 | LRB-TD-DC |
| <u>Duties:</u> Provides geotechnical input and requirements for SOW. | | | |
| Paul Murawski | Hydraulic Engineer | GS-12 | LRB-TD-HH |
| <u>Duties:</u> Provides Hydrologic/hydraulic input and requirements for SOW. | | | |
| Moir A. Restall | Contract Specialist | GS-12 | LRB-CT |
| <u>Duties:</u> Review QCP for SOW and SOW to ensure they contain appropriate QA/QC requirements text. | | | |
| H. Frank Parson | Counsel | GS-15 | LRB-OC |
| <u>Duties:</u> Legal counsel and review of documents as necessary. | | | |

6.2 Other Districts' Corps Team Members: No PDT members from other Districts have been identified.

6.3 Supervision of the PDT Members (Team Leaders & Branch Chiefs): These individuals review the work performed by members of their team (i.e. environmental engineering team, engineering management team, etc). This is a QA check before a product leaves a section team. Team members requested by the PM and PE requires the concurrence of Team Leaders. Team Leaders, along with the rest of the PDT will be sent electronic copies of the approved QCP and QCP updates. Team Leaders also review products before they leave a section.

| Name | Section/Branch/Division | Grade | Office Symbol |
|--------------------------------------|--------------------------------|-------|---------------|
| Richard J. Gorecki | Design Branch | GS-14 | LRB-TD-D |
| John L. Landahl | Technical Services Division | GS-15 | LRB-TD |
| Thomas C. Switala | Environmental Analysis Section | GS-13 | LRB-TD-EA |
| Thomas Bender | Coastal/Geotechnical Section | GS-13 | LRB-TD-DC |
| Stephen J. Golyski | Cost Engineering Section | GS-13 | LRB-TD-DE |
| Rao Yalamanchili | Lower Great Lakes H&H Branch | GS-14 | LRB-TD-H |
| Dennis Pasiak | Contracting Division | GS-13 | LRB-CT |
| Christine M. Brayman | Planning Branch | GS-14 | LRB-PM-PL |

6.4 Project Coordination and Review Team (CRT): Individuals listed in Table 1 (attach Table 1) constitute the CRT and represent the stakeholders from Federal and State agencies, local governments, and other organizations. For the product covered by this QCP, and over the project life, the role of the CRT is to provide incremental input and review and comment of project related documents and A-E products. The CRT represents the diverse interests of the community and active participation is vital to project success.

During the preparation of the A-E SOW, the CRT will review the final Draft SOW and submit comments to the PM that will be coordinated with the PE and incorporated into the Final A-E SOW.

6.5 **Client and Client Coordination:** Onondaga County is the non-Federal sponsor. The customers are the people, agencies and organizations with an interest in Onondaga Lake and are represented by the Onondaga Lake Partnership (OLP). The OLP membership is made up of numerous representatives from Federal and State Agencies, local governments, industrial interests and individuals.

6.6 **Stakeholders:** The CRT represents the stakeholders interests and no other stakeholders will be involved in the review of the product covered by this QCP.

7.0 **Independent Technical Review (ITR) Team:** An Independent Technical Review (ITR) is a review by a qualified person or team, not affiliated with the development of a project/product, for the purpose of confirming the proper application of clearly established criteria, regulations, laws, codes, principles and professional procedures. It includes the verification of assumptions, methods, and level of complexity of the analysis. It also verifies the alternatives evaluated, appropriateness of data used, and reasonableness of the results and functionality of the product relative to the customer's requirements. The A-E Liaison Engineer will address comments generated by the reviewer(s) during the ITR. At the completion of the ITR, the reviewer(s) will complete a certification stating that the ITR has been completed and all comments have been addressed.

The ITR for the subject A-E SOW will be performed by the following reviewer(s):

| Name | Title | Grade | Office Symbol |
|-----------------|------------------------|-------|---------------|
| Todd C. Kufel | General Design | GS-12 | LRB-TD-DG |
| Scott P. Sawyer | Environmental Engineer | GS-11 | LRB-TD-DG |

7.1 **ITR Shadow:** To date, no appropriate ITR shadow candidates, such as employees at the GS-9 level or higher graded new employees, have been identified to benefit from this program.

7.2 **ITR Risk Management:** An Independent Technical Review Risk Management Assessment has been performed using the LRD QMP Planning Process. The assessment worksheets (attached to the end of this QCP) indicate a score of 108, which indicates a moderate overall level of risk.

8.0 **Other Items:** To ensure a sound understanding of the project objectives and required components of the SOW, pre-award meeting(s) with the A-E, Client and State Regulators will be conducted as necessary.

8.1 **BCOE Review:** A-E Quality Control (QC) reviews will be performed on all products prepared by the A-E at milestones designated in the A-E SOW. The Buffalo District Quality Assurance (QA) Team will perform QA reviews following each A-E's QC review. An ITR will also be performed on all final products prepared by the A-E all at milestones designated in the A-E SOW. All such Reviews shall be certified as being completed, satisfying BCOE review requirements.

Table 1:

Onondaga Lake Trail Section 3C and Lake Habitat Project

Project Coordination and Review Team Roster

| NAME | TITLE | OFFICE AND MAILING ADDRESS | TELEPHONE | FAX | E-MAIL |
|--------------------------------|--|--|-----------------|----------------|--|
| Ms. Traci L. Clever | Project Manager | U.S. Army Corps of Engineers 1776 Niagara Street Buffalo, New York 14207 | (716) 879-4490 | (716) 879-4355 | traci.l.clever@lrb01.usace.army.mil |
| Mr. Frank T. Lewandowski, P.E. | Project Engineer | U.S. Army Corps of Engineers 1776 Niagara Street Buffalo, New York 14207 | (716) 879-44242 | (716) 879-4355 | Frank.t.lewandowski@lrb01.usace.army.mil |
| Mr. Tim S. Coley | Civil Engineer II, Lake Trail Project Manager | Onondaga County Department of Transportation 421 Montgomery Street Syracuse, New York 13202 | (315) 435-3176 | (315) 435-5744 | trtcole@nysnet.net |
| Mr. Richard Elander | Commissioner | Onondaga County Department of Water Environmental Protection Lake Improvement Project Office 650 Hiawatha Blvd. West Syracuse, New York 13204-1194 | (315) 435-2260 | | dsdelan@lake.onondaga.ny.us |
| Mr. Mark Lynch | Civil Engineer II | Onondaga County Department of Transportation 421 Montgomery Street Syracuse, New York 13202 | (315) 435-3176 | (315) 435-5744 | ontran1@nysnet.net |
| Mr. David Coburn | Director | Onondaga County Office of the Environment 421 Montgomery Street Syracuse, New York 13202 | (315) 435-2647 | (315) 435-8582 | Exdcobu@lake.onondaga.ny.us |
| Dr. Ed Michalenko | Executive Director | Onondaga Lake Cleanup Corp. 100 South Clinton Street, Suite 541 Box 7136 Syracuse, New York 13261-7136 | (315) 472-2150 | (315) 474-0537 | emmolcc@dreamscape.com |
| Ms. Susan Benjamin, P.E. | Environmental Engineer | NYSDEC 50 Wolf Road Albany, New York 12233 | | | sbenjamin@gw.dec.state.ny.us |
| Mr. Steven Eidt, P.E. | Regional Water Engineer | NYSDEC, Region 7 615 Erie Boulevard West Syracuse, New York 13204 | (315) 426-7500 | (315) 426-7459 | Speidt@gw.dec.state.ny.us |
| Mr. John Cantilli | Env. Scientist | EPA, Region 2 290 roadway Avenue New York, New York 10007 | (212) 637-3810 | (212) 637-3889 | cantilli.john@epa.gov |
| Mr. George A. Doucette, P.E. | Civil Engineer II, R-3 Planning & Program Management Group | NYSDOT, Region 3 333 East Washington Street Syracuse, New York 13202 | (315) 428-3202 | (315) 428-4417 | gdoucette@gw.dot.state.ny.us |
| Mr. John Eallonardo | Director of Planning and Development | Onondaga County Parks and Recreation Department P.O. Box 146 Liverpool, New York 13088 | (315) 435-3172 | (315) 457-3681 | prjeall@nysnet.net |
| Dr. Russell Nemecek | Program Coordinator | Onondaga County Department of Health, Division of Environmental Health P.O. Box 190 Syracuse, New York 13215 | (315) 435-6600 | (315) 435-6606 | Hlrneme@health.ongov.net |
| Mr. Lou Ferrone | Civil Engineer I, R-3 Planning & Program Management Group | NYSDOT, Region 3 333 East Washington Street Syracuse, New York 13202 | (315) 428-3231 | (315) 428-4417 | lferrone@gw.dot.state.ny.us |
| Mr. Michael Cunningham | Project Director | Onondaga County Department of Water Environmental Protection Lake Improvement Project Office 650 Hiawatha Blvd. West Syracuse, New York 13204-1194 | (315) 435-2260 | (315) 435-5023 | DSMCUNN@lake.onondaga.ny.us |

9.0 Quality Assurance: Quality Assurance is the responsibility of the Buffalo District. A detailed discussion of Quality Assurance activities is provided in the Quality Assurance Plan for this project.

9.1 LRD Involvement: Based on Table B-6-2 of the LRD QMP, approval level of this QCP is with LRB.

9.2 CX Review: CX review is not required for this type of project.

9.3 Head Quarters Involvement: N/A

10.0 Product Development Schedule: The schedule for A-E Contracting including development of the A-E SOW is included in Attachment A.

11.0 Labor & Cost Estimates: A detailed labor and cost estimate is provided in the Project Management Plan for this project.

12.0 References: N/A

13.0 Signatures:

The QCP preparer has coordinated with the Section Team Leaders of the listed team members to verify they are available and committed to participate as specified in this QCP.

Prepared by:



Traci L. Clever, Project Manager

20 JUN 2002

Date

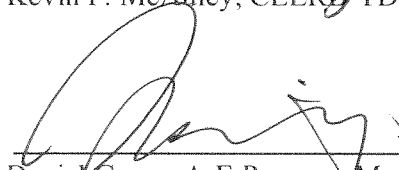
Reviewed by:



Kevin P. McAuley, CELRB-TD-DG

20-JUN-02

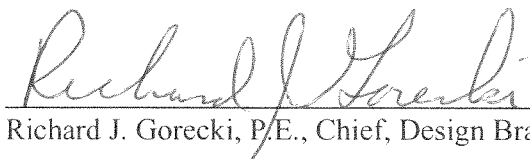
Date



Daniel Green, A-E Program Manager

20 JUN-02

Date



Richard J. Gorecki, P/E., Chief, Design Branch

6/21/02

Date

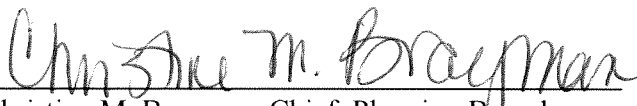
Approved by:



John L. Landahl, P.E., Chief, Technical Services Division



Date



Christine M. Brayman, Chief, Planning Branch



Date

QUALITY CONTROL PLAN

In-House Development of Architect - Engineer Scope of Work

for

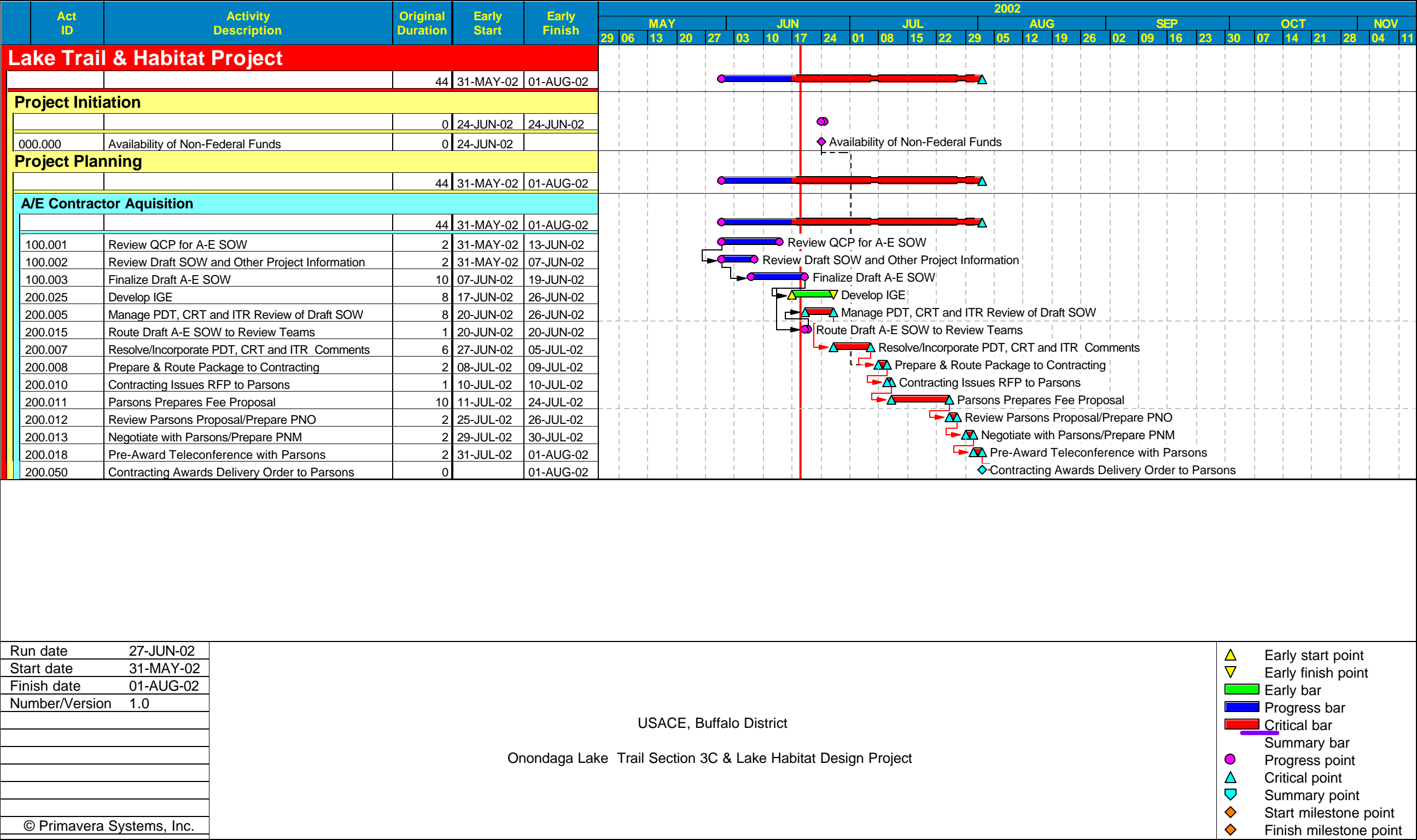
**Preparation of Feasibility Study, Design Documentation Report, NEPA Environmental
Document, and Plans & Specifications**

for

**Trail Section 3C of The Onondaga Lake Trail & Habitat Project,
Onondaga County, New York**

Attachment A

Schedule



QUALITY CONTROL PLAN

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for

**Preparation of Feasibility Study, Design Documentation Report, NEPA Environmental
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for

**Trail Section 3C of The Onondaga Lake Trail & Habitat Project,
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Attachment B

**Independent Technical Review
Risk Management Assessment**

OVERALL LEVEL OF RISK WORKSHEET

POLICY

Enter the degree of [Project Regulation](#) (Low 1 - 10 High):

Enter the degree of [Directed Legislation](#) (Low 1 - 10 High):

Enter the degree of [Special Interests](#) (Low 1 -10 High):

Enter the degree of [Economic Policy](#) (Certain 1 - 10 Uncertain):

Enter the degree of [Risk Climate](#) (Low 1 - 10 High):

TECHNICAL

Enter the degree of [Project Size](#) (Small 1 - 10 Large):

Enter the degree of [Project Complexity](#) (Low 1 - 10 High):

Enter the degree of [Project Novelty](#) (Routine 1 - 10 Novel):

Enter the degree of [Inherent Uncertainty](#) (Low 1 - 10 High):

Enter the degree of [Org. Qualifications](#) (High 1 - 10 Low):

PROJECT

Enter the degree of [Project Cost](#) (Low 1 - 10 High):

Enter the degree of [Production Schedule](#) (Flexible 1 - 10 Inflexible):

Enter the degree of [Political Sensitivity](#) (Low 1 - 10 High):

Enter the degree of [Customer Certainty](#) (Low 1 - 10 High):

Enter the degree of [Review Schedule](#) (Flexible 1 - 10 Inflexible):

Calculate

Reset Form

For a total score [15-30](#)

For a total score [31-60](#)

For a total score [61-90](#)

For a total score [91-120](#)

For a total score [121-150](#)

15-30

QC Components

- *Project Team
- *Co-Workers

QA Components

- *Customer
- *Supervisor
- *LRD Review

31-60

QC Components

- *Project Team
- *Supervisor
- *Team Leader
- *Section Chief

QA Components

- *Customer
- *Branch Chief
- *LRD Review
- *HQUSACE Review

61-90

QC Components

- *Project Team
- *Customer
- *Section/Branch Chief
- *Independent Review Team

QA Components

- *Customer
- *Division Chief
- *LRD Review
- *HQUSACE Review

91-120

QC Components

- *Project Team
- *Customer
- *Section/Branch Chief
- *Independent Technical Reviewer

QA Components

- *Customer

- *Division Chief
- *LRD Review
- *HQUSACE Review

121-150

QC Components

- *Project Team
- *Customer
- *Section/Branch Chief
- *Independent Review Team
- *Centers of Excellence *Field Experts
- *Consultants
- *Laboratories

QA Components

- *Customer
- *Division Chief
- *LRD Review
- *HQUSACE Review
- *District PRB
- *Office of Counsel
- *Peer Review Board (District)
- *Public Affairs

LEVEL 4 OF INVOLVEMENT:

QC Components

***Project Team**

***Customer**

***Section/Branch Chief**

***Independent Review Team**

***Centers of Excellence**

***Field Experts**

QA Components

***Customer**

***Division Chief**

***LRD Review**

***HQUSACE Review**

***District PRB**

***Office of Counsel**